

Division of Workforce Development

Roderick Nunn
Director

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DWD Issuance 03-05

Subject: WorkKeys Scores and Determination of Youth Basic Skills Deficiency

1. Purpose: To provide guidance to Workforce Investment Boards on appropriate application of ACT WorkKeys® scores in regard to “Basic Skills Deficiency” under the Workforce Investment Act, hereafter referred to as WIA, as it pertains to Youth Programs.

2. Definitions:

Youth: WIA defines an out-of-school youth as:

- an eligible youth who is a school dropout; or
- an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed (WIA sec. 101(33)). A school dropout means an individual who is no longer “attending any school” and who has not received a secondary school diploma or its recognized equivalent (WIA Sec. 101(39)).

Basic Skills: Those academic skills that include reading, writing and speaking English; and the skills involved in math applications, computing, and solving problems.

Basic Skills Deficient: A participant who scores below the eighth grade level, or two grade levels behind on a standardized test in one of the following: reading, writing, and speaking English or math computation skills.

WorkKeys: Those assessment tests devised by ACT to identify an individual’s level of skills in specific areas of knowledge, e.g. Reading for Information, Applied Mathematics, Locating Information.

Any individual who falls under the definition of “Youth” under WIA, and who has a WorkKeys® score less than Level 4 on one or all of the WorkKeys® assessments of Reading for Information, Applied Mathematics or Locating Information shall be deemed to have a Basic Skills Deficiency.

The WIA services provider shall, upon identifying an individual as a Youth with Basic Skills Deficiency, consult with the Youth to review his/her assessment scores and determine the appropriate course of action necessary to remediate the Skills Deficiency.

Remediation may be, but is not limited to: Adult Basic Education (ABE), use of approved, online courses covering the area of deficiency, e.g. WIN®.

Appropriate WIA staff, shall monitor the individual's progress during the remediation program.

Upon completion of remediation the individual shall be given the WorkKeys® assessments in Locating Information, Reading for Information and Applied Mathematics in order to obtain a Missouri Career Readiness Certificate.

3. Contact: If you have any questions regarding this Issuance, please contact Mike McKown, (573) 751-0647, or mike.mckown@ded.mo.gov.

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RN/MM/JC

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